

***CMS Net***

# **Print Correspondence**

## Print Correspondence Table of Contents

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<i>Print Correspondence</i>	<i>i</i>
<i>Print Correspondence</i>	<i>ii</i>
<i>Table of Contents</i>	<i>ii</i>
<i>Print Correspondence</i>	<i>2</i>
Print Correspondence	2
Identify Patient	3
Select Option	4
Select Letter	4
Print Letter	5
Print Correspondence Field Descriptions	6
Action Menu	7

## Print Correspondence

### **Print Correspondence**

This section outlines the steps to print correspondence.

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### **Steps to Access Print Correspondence**

<b>Step</b>	<b>Action</b>
1	Type “ <b>EV</b> ” for <i>Event Tracking</i> in upper case.
2	Press <Enter>.
3	Type “ <b>C</b> ” for <i>Correspondence</i> in upper case.
4	Press <Enter>.

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**Print Correspondence,** continued

**Identify  
Patient**

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After pressing <Enter>, the Patient Identification Screen, CSMPI-10 appears:

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CMSNET	PATIENT IDENTIFICATION FOR: CORRESPONDENCE	CSMPI-10
Enter one of the following identifiers:		
CCS Number:		
Pt Name:		
Birthdate:	Gender:	
Client Index Number:		
Social Security Number:		

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For instructions on identifying patient, see the Patient ID section of this manual.

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**Print Correspondence,** continued

Step	Action
1	Select “Print Letter” and press <Enter>.

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**Print Correspondence,** continued

Select Correspondence:		
( ) PSA	PROGRAM SERVICE AGREEMENT SPANISH	2003-87276
Sent: 03/22/2003 By: MCCARLEY,TRACI (STATE CMS)		
To: MR AND MRS		
Addr St 1: 714 P STREET		
( ) C-17A	PROVIDER RELEASE OF INFORMATION FORM SPANISH	2003-35587
Sent: 02/05/2003 By: MCCARLEY,TRACI (STATE CMS)		
To: MR AND MRS		
Addr St 1: 714 P STREET		
( ) NOA	NOTICE OF ACTION SPANISH	2003-35019
Sent: 02/04/2003 By: MCCARLEY,TRACI (STATE CMS)		
To: MR AND MRS		
Addr St 1: 714 P STREET		
[More] [Quit]		

Step	Action
1	Select the letter you would like to print and press <Enter>.

**Print Letter**

After pressing <Enter>, the Print Correspondence Screen, CMSCO-30 will appear pre-populated with the data from the original letter generation:

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## Print Correspondence, Continued

CMSNET		PRINT CORRESPONDENCE		CMSCO-30	
Pt Nm:	XX	CCS#:	9999999	CIN:	99999999X 9
Gender:	X	DOB:	99/99/9999	Lgl Co:	XXXXXXXXXX
		REG=	XXXXXXXXXX	MED=	X
		F/R=	X		
Corr#:	XXXXXXXXXX	Date Sent:	99/99/9999		
Letter:	XX				
Auth Number:	999999				
Effective Date:	99/99/9999				
Citation:	XX				
Addressed To:	XX				
	XX				
	XX				
	XX				
LEA Attn:	XX				
Copies To:	XX				
	XX				
	XX				
Enter the number of English copies to be printed now:		9	Spanish Copies:		9

### Print Correspondence Field Descriptions

The following table describes data entry fields on the Print Correspondence screen. (All other fields are pre-populated and are display only for the Print Correspondence selection.)

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## Print Correspondence, continued

Element Name	Description/Comments
Enter the number of English copies to be printed now	<b>Required</b> Enter the number of additional copies you want to print at this time. The system automatically prints one copy to the addressee, but the system will NOT automatically print additional copies for the Carbon Copy recipients. If you only want one copy printed, enter 0 (zero) as the value.
Spanish Copies	<b>Required</b> Enter the number of additional Spanish copies you want to print at this time. The system automatically prints one copy to the addressee, but the system will NOT automatically print additional copies for the Carbon Copy recipients. If you only want one copy printed, enter 0 (zero) as the value. <i>This is only valid for letters that generate in Spanish and when Spanish is the selected Language on the Patient Registration Face Sheet.</i>

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### Action Menu

The Print Correspondence Action Menu has three commands:

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## Print Correspondence, continued

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Command	Action
Print	Print will: Provide you with the option of printing the letter to the screen or to a printer and generate the letter. The Patient Identification Screen for Correspondence is then displayed.
Cancel	Cancel will: Return you to the Patient Identification Screen for Correspondence.
Quit	Quit will: Remove the Action Menu and you will remain on the Print Correspondence Screen.

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## NOTES

## CMS Net User Guide and Reference

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